THE DIVINE INFANT JESUS SCHOOL BOARD
CONSTITUTION

PREAMBLE
The Divine Infant Jesus School Advisory Board as part of the Archdiocese of Chicago is a leadership group with the ministry of Catholic Schooling. The Board recognizes that it is called to help nourish and foster a strong Catholic education and strong Catholic faith formation in our school children, reinforce the family’s efforts and the involvement of the faith community in developing the character of the young people to enable them to develop into productive members of the Church and society as a whole.

The Divine Infant Jesus School Advisory Board is not responsible to act as a grievance committee or conciliators for any group or party; is not responsible for the hiring, evaluating or terminating faculty or staff, nor do they advise the principal in personnel matters; is not responsible for administering the school or instructing the principal how to administer the school and is not responsible for implementing policies and procedures.

ARTICLE I – Name
The organization shall be known as THE DIVINE INFANT JESUS SCHOOL ADVISORY BOARD, hereinafter referred to as the “Board.”

ARTICLE II – Purpose
The purpose of the Board shall be to develop a Christian Education Community and to define the policies, which shall govern the operation of THE DIVINE INFANT JESUS SCHOOL, and to promote the implementation of said policies. It shall also provide counsel and advice in the operation of the school.

The Board by its nature is advisory to the pastor and principal. The pastor and principal participate in all regular, special and executive meetings of the board. The principal is the executive office of the board and provides in-service and guidance to the board in educational matters. The pastor has final approval of all board matters.

The Board has a unique relationship within the Parish and school community:
- The board relates to the parish finance committee as directed by Archdiocesan policy and procedure. (NOTE: If applicable)
- The board relates to the school faculty and staff through the principal, if and when necessary.
- The board represents its constituents: parents, guardians and parishioners.
- The board members act as board members only at board meetings or when otherwise directed.
ARTICLE III – School Advisory Board Responsibilities

The Board is a leadership group within the ministry of Catholic Schooling. As such, the responsibilities include:

- Modeling faith community in a spirit of cooperation and interdependence with the pastor and principal.
- Adhering to Archdiocesan policy and developing policies that enable the school to fulfill its mission.
- Assisting the pastor in search and selection of the principal when a vacancy occurs.
- Participating in the Archdiocesan Principal Performance Review Process. (NOTE if involved in process, presently we are not)
- Reviewing and advising on the school budget, tuition rates and other sources of financing.
- Developing and periodically reviewing the board constitution and bylaws.
- Participating in the school’s development, student recruitment efforts and long-range plans.
- Acting as the public relations and marketing arm of the school and its programs.
- Participating in ongoing board in-service both at the Archdiocesan and local level.
- Evaluating annually the board’s effectiveness, productivity and internal operations.
- Directing individuals and/or groups to appropriate resources for conflict resolution.
- Participating upon request, in the School Improvement Process.
- Monitoring the implementation of the recommendations of the School Improvement Plan.
- Supporting efforts of the local legislative action.

The Board is not responsible for:

- Acting as a grievance committee or conciliators for any group or party.
- Hiring, evaluating or terminating faculty, staff; nor do they advise the principal of his/her responsibilities in personnel matters.
- Administering the school or telling the principal how to administer the school.
- Implementing the policies or procedures.

It is expected that The Board work together toward the common goal of promoting the mission and purpose of Catholic Education. The Board agrees to a code of ethic that avoids situations that present actual, perceived or potential conflict between their interest and the interest of The Board. The Board’s code of ethics require: confidentiality, objectivity, justice, fairness and maintenance of unity.

A School Advisory Board Member may be removed or asked to resign from the School Advisory Board for any of the following reasons:

- Acting contrary to Divine Infant Jesus Parish/School mission, philosophy and goals
- Violating the confidentiality of executive sessions
- Being excessively absent from meetings
- Impeding the board’s defined responsibilities
- Not adhering to the School Advisory Board school policy and/or board constitution and by-laws
ARTICLE IV – Pastor Responsibilities

The pastor shall be a member of the parish school board. He shall be an ex-officio member and shall have veto power over the Board’s decision.

All policies of the Board are subject to the pastor’s approval. All faculty assignments are subject to the pastor’s confirmation insofar as the affect his above-mentioned responsibility.

The pastor’s administrative responsibility for the school includes those matters which are not included within the authority of the parish school board by reason of its constitution or within the professional competency of the principal.

The role of the pastor shall include, but is not limited to, participating in all board meetings, hiring the principal in collaboration with the board, following the Office of Catholic Schools guidelines and procedures, approve all decisions and policies, especially those related to religious education, initiate and complete the Principal Performance Review and Evaluation Process and support and cooperate in the initiation and implementation of the school’s development, recruitment and long range plans.

ARTICLE V – Principal’s Responsibilities

The principal shall be the educational leader and executive officer of the advisory board. The principal shall have a voice but no vote as to matters involving the Board.

The role of the principal shall include, but is not limited to, developing the monthly agenda with the board chair, prepare and submit policy recommendations to the board, keep the board informed on policy implementation, keep the board informed about the school’s operation, inform the Board of Archdiocesan processes and procedures, provide educational direction to the board where needed and report periodically on year-to-date finances.

ARTICLE VI – Officers of the School Advisory Board

A. The officers of the Board shall consist of Ex-Officio, Chairperson, Vice-Chairperson, and Secretary, all of whom shall be elected or appointed annually by the Board membership at the June meeting. No officer shall serve more than two (2) consecutive terms in the same office. No newly appointed School Advisory Board member shall be allowed to hold the office of Chairperson or Vice-Chairperson during his/her first year of appointment to the board.

B. The duties of the officers’ shall be as follows:
   a. The Ex-Officio shall serve to assist the Chairperson in his/her duties and responsibilities. If the Ex-Officio is still in the three (3) year appointment, the Ex-Officio will have voting power. If the Ex-Officio is not in the three (3) year appointment, the Ex-Officio will serve in an advisory capacity only.
b. The Chairperson shall preside at all regular and special meeting of the Board. With the executive officer, the chairperson shall determine the agenda, providing ample opportunity for consideration by the Board before final action. With Board approval, the Chairperson shall have the authority to assign additional duties and responsibilities to individual board members.

c. The Vice-Chairperson, in absence of the Chairperson, shall perform all the duties of the Chairperson.

d. The Secretary shall maintain a written record of all acts of the Board; conduct, receive and dispose of all correspondence as directed, preserve all reports and documents committed to his/her care; and notify members of the date and time of meetings and distribute the agenda to the Board at least a week in advance of the meeting, and distribute minutes of the meeting prior to the next board meeting.